



Peace Corps Panama seeks Full Time GENERAL SERVICES COORDINATOR (GSC)

The General Services Coordinator (GSC) serves as a member of the Administration team and has the responsibility for procurement and asset management of our Peace Corps office. This position is of great fiduciary responsibility, requires extreme attention to detail and coordination with other departments, administrative staff and vendors. GSC's responsibilities include, but are not limited to, management of leases, administration of contracts, monitoring and safe keeping of inventories, support to fleet management and accounting functions (accounts payable and limited accounts receivable). The GSC reports to the Director of Management and Operations.

MAJOR RESPONSIBILITIES

- a. **Procurement:** Under the supervision of the Director of Management and Operations, the GSC coordinates entire procurement process, all the while obtaining appropriate approvals and committee participation when applicable. GSC's responsibilities include: evaluate need/request, conduct market research, draft statement of work/goods specification, issue requests for quotes, draft selection memos and contracting documents, review invoices and ensure proper contract closeout.
- b. **Property Control:** GSC manages the inventory process, maintenance, safe keeping and authorized disposal of Peace Corps Assets. Monitors fuel expenses and supports General Service Assistant (GSA) in management and maintenance of Peace Corps vehicle fleet. Monitors office supplies expenses and supports receptionist with efficient purchase processes and maintenance of supplies inventory.
- c. **Customs Services:** GSC supports GSA as needed with the custom clearances in coordination with vendors, US Embassy and vendors.
- d. **Accounting:** GSC takes part in limited accounts payable and accounts receivable tasks.
- e. **Supervision:** GSC supervises and offers key support to GSA, Receptionist and Messenger.

REQUIRED QUALIFICATIONS / EXPERIENCE:

- f. **Education:** A college degree in Administration or Engineering is desired. A combination of completed secondary school, Advanced English language studies or that of an accounting technician, and an additional three years' related experience is required. Preferably, some of this education and training should have provided some cross-cultural US/Panamanian experience, e.g. as an exchange High School student or a U.S. Mission employee.
- g. **Prior Work Experience:** Progressively responsible work with Peace Corps or another US Government or international agency in similar positions is preferred. At least three years' experience in procurement and junior accounting responsibilities.
- h. **Post Entry Training:** Organized on-the-job training on applicable PC administrative systems and local law, regulations and procedures.
- i. **Language Proficiency:** Level III English is required.

- j. **Knowledge:** Preferred candidate will have knowledge of Peace Corps Organization and regulations, or applicable USG (US Government) and GOP (Government of Panama) regulations and procedures. Must also know how to operate a PC computer with all applications.
- k. **Abilities and Skills:** Must be able to understand and relate well to the Panamanian and American cultures. Must be able to understand and interpret applicable complex laws and regulations of the USG and the GOP. Must be able to draft clear and precise documents in English and Spanish, per detailed instruction.

If qualified, please email your resume with salary history and cover letter in English, including phone number, to [hiring@pa.peacecorps.gov](mailto: hiring@pa.peacecorps.gov) by November 20, 2015. Just those pre-selected candidates will be contacted for an interview by the end of November 2015, and will be required to pass a security clearance.

Benefits: Gross salary, commensurate with previous experience, monthly plus vacation and sick leave days, health insurance, life insurance, transportation allowance, and bonuses. (This is a Personal-Service Contractor (PSC)/local hire position.)